



CATALINA L. TEBIT  
Acting Chairperson, CSC

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
**CIVIL SERVICE COMMISSION**  
**OFFICE OF PERSONNEL MANAGEMENT**

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ISIDRO K. SEMAN  
Director of Personnel

**EXAMINATION ANNOUNCEMENT NO: 19-048**

**OPENING DATE: 04/05/19**

**CLOSING DATE: 04/19/19**

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system will be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

**POSITION AND SALARY: ABTC Law Enforcement Trainee**

**PL 4/01**

**\$671.42 B/W-\$17,456.99 P/A**

The salary given will be determined by the qualification of the appointee.

**LOCATION: Department of Commerce, SAIPAN**

**DUTIES:**

Assists in the investigation and inspection of business establishments licensed to sell alcoholic beverages to ensure compliance with all CNMI ABTC laws, rules and regulations. Assists in locating and interviewing plaintiffs, witnesses, or representatives of businesses or the government to gather facts relative to the alleged violations. Assists in the visitation of business establishments and prepares narrative reports on findings and submits these reports to the ABTC Law Enforcement Supervisor. Assists in the issuance of citations to violators of the CNMI ABTC laws, rules and regulations, and provides a copy of the citation (Violation Citation Form) to each of the violators after they signed it. The Office copy must be attached to the narrative report. Performs a variety of clerical work for the Division. Performs other realted duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Graduation from High School or equivalent education program. Trainee is required to attend the Combined Law Enforcement Academy (CLEA) or any law enforcement academy within one (1) year of employment. No work experience is required. Copy of diploma or official transcript and police clearance must be attached to the application.

**CONDITIONAL REQUIREMENTS:** This position is **“COVERED”**; Is eligible to receive overtime payment for overtime hours performed pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR/R), Part I.7C of the Excepted Service Regulation (ESR) and the Fair Labor Standards Act (FLSA).

**NOTE: Education and training claimed under item 24(A) through (H) of the Application for Employment must be substantiated by an official school transcript, diploma or certificate. FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

**INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Personnel Management  
Springs Plaza, Gualo Rai  
Saipan, MP 96950

Office of Personnel Management  
Songsong Village  
Rota, MP 96951

Office of Personnel Management  
San Jose Village  
Tinian, MP 96952